

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Master Electrician

GR: N **FLSA:** NE **DATE:** 4/2/2015

DEPARTMENT: Parks & Recreation

DIVISION: Facility Maintenance

REPORTS TO: Facilities Operations Manager

APPROVED: _____ **JOB CODE:** 6012

GENERAL DESCRIPTION:

Under general supervision, performs master level electrical maintenance and repairs in the construction, installation, alteration, maintenance, and repair of electrical, electronic systems, instruments, apparatus, and equipment, including high and low voltage. Work to include City structures and buildings as needed.

TYPICAL DUTIES:

- Services, troubleshoots, and repairs electrical equipment, facility lighting, heating/cooling systems, kitchen equipment, fire alarms/sprinkler systems, and electrical pumping systems including water, wastewater, and stormwater
- Installs, maintains, and repairs electrical equipment such as transformers, regulators, relay switches, circuit breakers, light fixtures, meters, and underground cables
- Constructs, maintains, and repairs electrical conduits and gutters
- Maintains, repairs, and tests emergency generator systems
- Uses diagnostic equipment to perform preventive maintenance on electrical panels in facilities throughout the City
- Performs maintenance checks on emergency power supply systems, internal combustion equipment, HVAC equipment and plumbing equipment throughout City-owned and operated facilities
- Maintains detailed records of all maintenance; assures compliance with City policies and building, health and safety codes applicable to the electrical trade
- Performs/oversees new electrical installation and construction and assists in inspections of new and/or modifications performed by others
- Reviews plans and specifications for proposed City Facilities and remodels
- May lead a group of employees on a project and perform other lead worker duties
- Performs overtime as required and other duties as assigned

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Oversees electrical work as needed.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to completion of high school and four years experience in electrical and mechanical work. Master electrician license required. HVAC/Mechanical Contractor License preferred. Possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Assures compliance with City policies and building, health and safety codes applicable to the electrical trade. (Daily)

Perform mechanical and technical repairs in a timely fashion. (Daily)

Conduct an effective preventive maintenance program. (Daily)

Maintain accurate and appropriate inventory of parts, supplies, tools and equipment. (Daily)

ESSENTIAL JOB FUNCTIONS (cont):

Read, interpret, and understand design plans, electrical diagrams, blueprints, and specifications for new and existing electrical installations, and other work assigned. (Daily)
Perform tasks in accordance with accepted safety practices. (Daily)
Perform and understand appropriate wiring methods for 277/480V 3 phase, 120/208 3 phase, and 120/240 1 phase systems; wire sizes and conduit fill; telephone communication systems and data communication systems; 1200-2000A service sections and distribution systems, and 480V-208V 3 phase UPS systems; City of Salina and Parks and Recreation Department policies and procedures; electrical safety codes; applicable OSHA standards. (Daily)
Draft Equipment Specific Procedures for electrical equipment (Weekly)
Communicate effectively both verbally and in writing (Daily)
Willingness to wear required personal protective equipment; and to use Computer Maintenance Management System (Daily)
Respond to systems-related emergency calls as necessary. (As needed)
Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Climbing/Balancing: Minimal, ability to walk and stand

Walking: Frequent amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 20 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions

Hearing: Adequate to perform essential functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse weather conditions possible

Wet/Dry: Adverse weather conditions possible

Noise/Vibrations: Equipment and construction noise

Hazards: Moderate exposure to construction areas, Electricity, lifting, walking on concrete

Fumes/Dust/Odors: Minimal exposure to dust, odors and fumes

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to listen and apply information and instructions.

Ability to organize information and prepare written records.

Ability to understand mathematical concepts to include basic arithmetic.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Vehicle, fork lift, scissorlift, air compressor, scrubbers, spotlights, soundboard, light board, radio, miscellaneous tools, audio-visual equipment, HVAC equipment, hand tools, electric test meter and other diagnostic equipment, light generator, computer, tablet, calculator and telephone.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.